

Purpose

To establish the procedures for the handling of surplus Data Processing Equipment.

Policy

The Technical Support Specialists within the Regions will determine the useability of data processing equipment. All equipment determined to be unusable or not needed will be returned to Information Systems Services (ISS) at the Complex. The ISS Administrative Services Manager is responsible for the final determination of all surplus items.

Background

ISS owns and maintains the data processing equipment throughout the department; therefore, these units are not advertised. All requests for disposal or replacement must be requested through the Information Analyst Supervisor who is responsible for all data processing equipment. The Information Analyst Supervisor will arrange maintenance or surplus of the equipment.

Procedures

Surplus Property - Data Processing Equipment

UDOT 02-44.1

Responsibility: Region Technical Support Specialist

Actions

1. Determine if data processing equipment is not working or no longer needed.
2. Contact ISS Information Analyst Supervisor and make arrangements to send data processing components to the central Complex.

Responsibility: ISS Information Analyst Supervisor

3. Receive data processing equipment and determine if it can be used in another location.
4. If the asset is no longer needed, complete Transfer of Material and Equipment Form (R-20) and forward to the department Surplus Properties Coordinator.

Responsibility: Department Surplus Properties Coordinator

5. Receive R-20, complete Surplus Property Form (SP-1), forward three copies to State Surplus Property, and file the fourth form copy.
6. If needed, contact Central Shops Manager and arrange for moving and storage.

Responsibility: Central Shops Manager

7. Receive copy of SP-1 and arrange for temporary storage of equipment until State Surplus Property can pick up the equipment.

Responsibility: State Surplus Property

8. Receive SP-1 form and contact department Surplus Properties Coordinator to set up a pick-up or delivery date.

Responsibility: Department Surplus Properties Coordinator

9. Coordinate the pick-up of surplus assets with State Surplus Properties and the asset custodian.

10. If Surplus Property Disposal Authorization Form (SP-3) is received from State Surplus Properties, arrange for destruction of equipment. Have appropriate personnel complete SP-3 form and return it to State Surplus Properties.
11. Complete the procedures for fixed asset disposition outlined in **FIACCT 18-03.00**.